

Advanced IROC Training: Student Guide

9. Maintaining Selection Areas in DMT

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1. Objectives

Upon completion of this unit, you will be able to:

- Create and maintain a selection area within IROC.
- Establish ordering authorities for a selection area.
- Establish placing authorities for a selection area.
- Create and maintain a selection area master.

2. Selection Area Overview

A dispatch manager with the role of selection area manager can create and maintain selection areas and selection area masters. Selection area managers can only manage selection areas for their subordinate centers. For example, each GACC maintains selection areas for its third-tier local dispatch centers.

A selection area is used to generate an ordering channel directly between selected dispatch units. A parent dispatch center (managing organization) establishes a selection area for one of its subordinates. The selection area established by the parent is unidirectional (one way); it allows the parent's subordinate dispatch center to directly place requests to one or more other organizations. The members of the selection area can cross geographic area boundaries. (For more information, see [Understanding Selection Areas](#).)

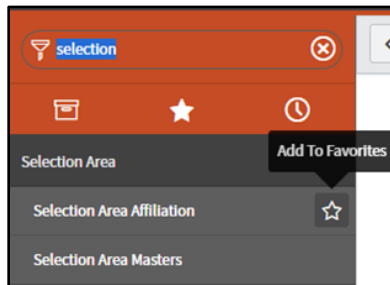
Configuring a selection area with **ordering authorizations** allows the selection area manager to designate the dispatch centers authorized to place for requests for the identified catalogs, categories, and/or catalog items. (For more information, see [Understanding Ordering Authority](#).) In addition, **placing authorizations** allow selection area managers to configure a selection area so that it limits the placing actions that the receiving dispatch center can perform on a request received via the selection area. (For more information, see [Understanding Placing Authority](#).)

A selection area manager can also create a selection area master, which allows them to create selection areas from many subordinate dispatch centers to many other dispatch centers in one step.

This guide describes how dispatcher managers can create a new selection area, how to establish ordering and placing authorities for that selection area, and how to create a selection area master.

3. Managing Selection Areas for Your Organization

IROC DMT has two **Selection Area** modules, allowing you to view and edit the appropriate records. Navigate to the Selection Area application to view the modules.



- 1 **Selection Area Affiliation module** – View and manage selection area affiliation relationship records.
- 2 **Selection Area Masters module** – View and manage selection area master relationship records.

Tip: To quickly find a module in DMT, type a term in the **Filter Navigator** field. For example, typing “selection” provides quick access to the Selection Area application and its modules.

Note: Click the **Star** icon beside a module name to add it to your favorites list.

4. Creating a New Selection Area

To create a selection area, choose the **Selection Area Affiliation** module from the application navigator and click **New** in the top of the main content frame to open the Selection Area Affiliation: New Record screen.

Key Terms:

Managing Organization is the parent dispatch center that is creating the selection area for its subordinate dispatch centers.

From Dispatches refers to the subordinate dispatch center(s) for which the parent is creating the selection area.

To Dispatches refers to the dispatch center(s) that will be a member of the resulting selection area.

- 1 Click the **Search** icon in the **Managing Organization*** field to bring up a searchable list of parent dispatch units for which you are a dispatch manager. Click on the desired unit to select it.

Note: Click in the **Compact** checkbox to indicate that a selection area is part of a compact. You can then select the appropriate item in the **Compact** field that appears.

- 2 Select the **From Dispatch*** for which you are creating the selection area. This is your subordinate dispatch center.

- 3 Select the **To Dispatch***. This is a member of the selection area for your subordinate.

Note: After selecting the managing organization and the from and to dispatches, the **Information** icon appears, allowing you to preview the details for each organization.

- 4 Selection areas may be set as active or inactive, as indicated by the **Active** checkbox.

- a To make a selection area inactive, click in the **Active** checkbox to remove the checkmark. Removing the checkmark means you have created the selection area but have not yet made it active. You can return at a later time and click the **Active** checkbox to make it active.

Note: The default in IROC is to make a new selection area active.

- 5 If applicable to this selection area, select the **Provider Organization** by clicking the **Search** icon or performing a type-ahead search.

- a To configure this selection area with that limitation, select the provider from the search list.
- b To configure this selection area so that your subordinate dispatch unit can request items owned by any provider, leave the Provider Organization field blank.

Note: With the **Provider Organization** field, IROC allows you to limit the requested catalog items to only those items owned by a specified provider. (For more information, see [Understanding the Effects of the Provider Checkbox.](#))

- 6 Select the expiration date and time zone.

The screenshot shows a web form for setting an expiration date. The 'Expiration Date' field contains the text '08-31-2019 16:32:03'. To the right of the text are four icons: a calendar icon, a green checkmark, a red X, and a magnifying glass. Below the text, a calendar pop-up is displayed for August 2019. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 28 to 31. The date 31 is highlighted in green. Below the calendar is a 'Go to Today' button. At the bottom of the pop-up, the time is set to 16:32:03.

- a Click the **Calendar** icon in the **Expiration Date** field, set the date, and clicking the green checkmark.

- b Enter the **Expiration Date Time Zone (TZ)**.

- 7 You may now establish ordering and placing authority for the selection area, as described below.

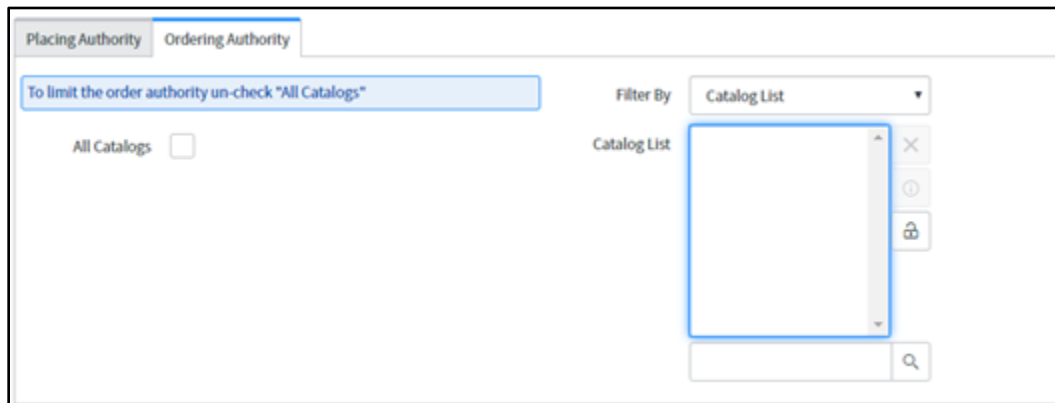
- 8 When done, click **Submit** to create the selection area.

5. Establishing Ordering Authority

IROC allows selection area managers to configure limitations on the items that can be requested via this selection area. These configuration limitations are referred to as *ordering authority*. To establish limitations for the selection area, select the **Ordering Authority** tab and follow these steps.

Note: IROC defaults ordering authority to “all catalogs.” Unchecking the **All Catalogs** checkbox allows you to limit ordering authority to specific catalogs, categories, or catalog items.

- 1 Uncheck the **All Catalogs** checkbox.



- 2 Choose the appropriate filter from the **Filter By** drop-down.
 - a To give authority to order from an entire category (e.g., Crew, Equipment), choose **Catalog List**.
 - b To give authority to order from catalog categories (e.g., Engine, Tender, Water (Support), Fire, Airtanker), choose **Catalog Category List**.
 - c To give authority to order specific items from any catalog (e.g., Crew, Type 1; Engine, Type 3; Airtanker, Type 3 (Multi-Engine)), choose **Catalog Item List**.
 - 3 Follow these steps to add items to configure the limitations for the chosen filter:
 - a Click the **Lock** icon (🔒) to open the list field.
 - b Click the **Search** icon (🔍) to open the search screen or type in the search field to perform a type-ahead search.
 - c Click on the desired item to add it to the list.
 - d Repeat Steps b and c as often as needed.
- Tip:** To delete an item from the list, select it and then click **Delete (X)**.
- e When done, click the **Lock** icon again to save your changes.

6. Establishing Placing Authority

Selection area managers can limit the actions that members of a selection area can take on requests that their subordinate dispatch center places to them. Placing authority limits the actions that the recipient of a directly placed request can take.

- 1 Select the Placing Authority tab.
- 2 Click in the checkboxes to configure the placing authority for this selection area.
 - a **Place Down Authority** allows the recipient to place the request down to one of its subordinates.
 - b **Place Up Authority** allows the recipient to place the request up to its parent.
 - c **Place Direct Authority** allows the recipient to place the request directly into one of its selection areas.

7. Viewing and Editing an Existing Selection Area

To view or edit existing selection areas, choose the **Selection Area Affiliation** module to view records in the main content frame.

Note: You can only edit selection areas for your subordinate centers.

- 1 Click the **Information** icon (i) for the affiliation you want to edit.
- 2 Click **Open Record** in the Selection Area Affiliation preview screen.
- 3 In the Selection Area Affiliation screen, edit the appropriate fields, including in the Placing Authority and Ordering Authority tabs. (See [Creating a Selection Area](#), [Establishing Ordering Authority](#), and [Establishing Placing Authority](#) for more information.)
- 4 When done, click **Submit** to save your choices.

8. Creating a New Selection Area Master

With selection area masters, selection area managers can create selection areas from one or more subordinate dispatch centers to many other dispatch centers in one step.

Key Terms:

Managing Organization is the parent dispatch center that is creating the selection area for its subordinate dispatch centers.

From Dispatches refers to the subordinate dispatch center(s) for which the parent is creating the selection area.

To Dispatches refers to the dispatch center(s) that will be a member of the resulting selection area.

To create a selection area master, choose the **Selection Area Master** module in the application navigator and click **New** to open the Selection Area Master: New Record screen.

The screenshot shows the 'Selection Area Master - Southwest Area Coordination Center' form. It includes fields for 'Managing Organization' (Southwest Area Coordination C), 'Active' (checked), 'Is Compact' (unchecked), 'Expiration Date Time' (12-31-2019 14:27:14), and 'Expiration Date Time Zone' (Mountain). Below these are sections for 'From Dispatches' and 'To Dispatches'. The 'From Dispatches' section lists 'Albuquerque Interagency Dispatch Center' and 'Alamogordo Interagency Dispatch Center'. The 'To Dispatches' section lists 'Aransas National Wildlife Refuge Dispatch', 'Balcones Canyonlands Dispatch', and 'Padre Islands National Seashore Dispatch'. At the bottom, there are tabs for 'Placing Authority' and 'Ordering Authority', and checkboxes for 'Place Down Authority', 'Place Direct Authority', and 'Place Up Authority' (checked).

- 1 Click the **Search** icon in the **Managing Organization*** field to bring up a searchable list of parent dispatch units for which you are a dispatch manager. Click on a desired unit to select it.
- 2 Select the **From Dispatches** for which the you are creating the selection area.
 - a Click the **Lock** icon to open the list.
 - b Click the **Search** icon to find the appropriate dispatch centers or type in the search field to perform a type-ahead search.
 - c Click on the organization to add it to the list.
 - d Repeat Steps b and c as needed.
 - e When done, click the **Lock** icon to save your changes.

- 3 Follow the same procedure as in Step 2 to select the **To Dispatches** that will be part of the resulting selection areas.

Note: The example in the screenshot will create the following selection areas:

- Albuquerque and Aransas
- Albuquerque and Balcones
- Albuquerque and Padre Islands
- Alamogordo and Aransas
- Alamogordo and Balcones
- Alamogordo and Padre Islands

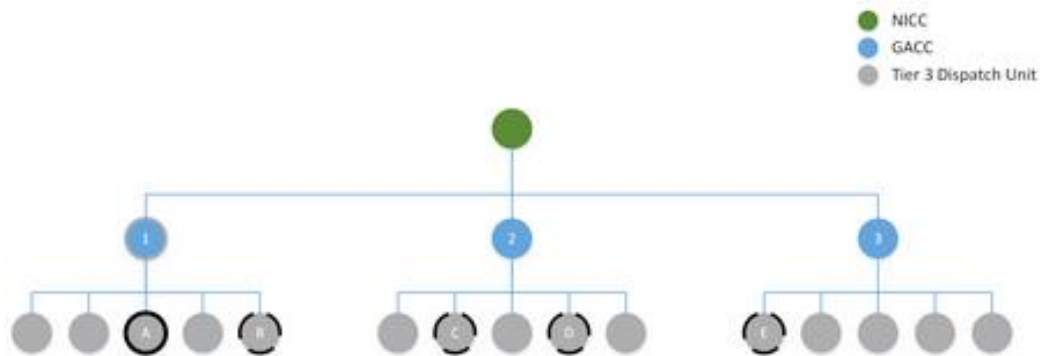
Tip: Placing authority and ordering authority are set using the same procedure used when creating a single selection area. All specified authorities will apply to each resulting selection area.

- 4 Click **Submit** to create the selection areas.

Note: To view or edit a selection area master, navigate to the **Selection Area Master** module in the application navigator and follow the same steps as for [Viewing and Editing and Existing Selection Area](#).

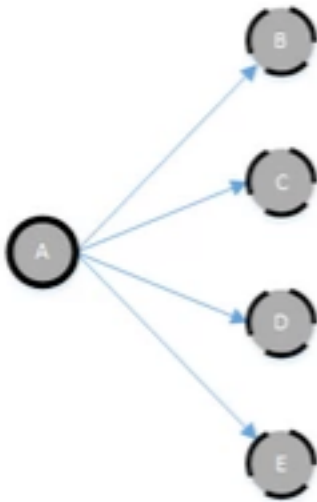
9. Additional Information

Understanding Selection Areas



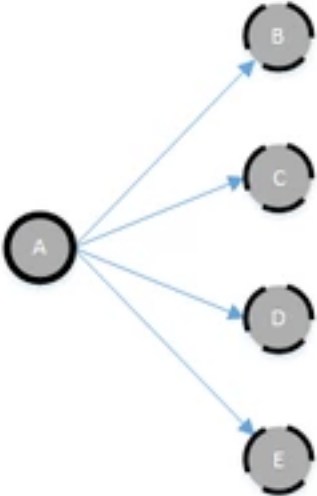
- The dispatch manager at GACC 1 sets up a selection area for their subordinate Dispatch Unit A.
- The dispatch manager at GACC 1 includes Dispatch Units B, C, D, and E in Dispatch Unit A's selection area.
- Dispatch Unit A can now place requests directly to Dispatch units B, C, D, and E.
- This is a one-way (unidirectional) relationship; Dispatch Units B, C, D, and E cannot place requests directly to Dispatch Unit A.
- Until the dispatch manager at GACC 1 explicitly sets ordering authority, Dispatch Unit A cannot place a request to Dispatch Units B, C, D, or E.
- Until the dispatch manager at GACC 1 explicitly sets placing authority, Dispatch Units B, C, D, and E can only UTF or fill a request that Dispatch Unit A places directly to them.

Understanding Ordering Authority



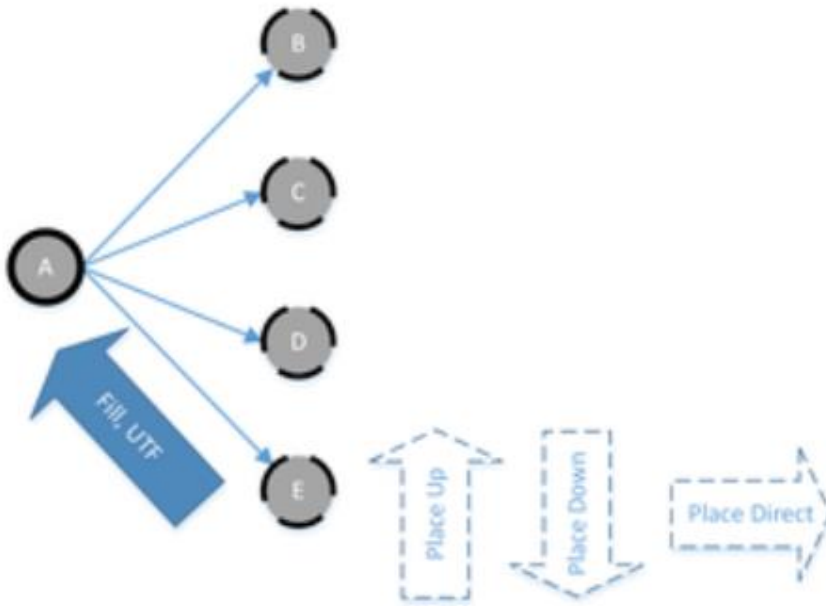
- The dispatch manager at GACC 1 picks a selection area for their subordinate Dispatch Unit A.
- The dispatch manager at GACC 1 selects the **Crew Catalog** to set the ordering authority for the selection area.
- The dispatch manager at GACC 1 limits the ability of Dispatch Unit A to place requests to the selection area to the **Crew Catalog**.
- Dispatch Unit A can now place requests for any item in the **Crew Catalog**.
- The dispatch manager at GACC 1 could have set the ordering authority for any level—catalog, category, or catalog item.

Understanding the Effects of the Provider Checkbox



- The dispatch manager at Parent 1 picks a selection area for their subordinate Dispatch Unit A.
- The dispatch manager selects the **Equipment Catalog** to set the ordering authority for the selection area.
- The dispatch manager limits the ability of Dispatch Unit A to place requests to the selection area to catalog items of Agency A.
- Agency A is the same agency as the jurisdictional unit (incident host) for the incident that Dispatch Unit A is managing.
- Dispatch Unit A can now place requests for any catalog item owned by Agency A.

Understanding Placing Authority



- The dispatch manager at GACC 1 picks a selection area for their subordinate Dispatch Unit A.
- Dispatch Units B, C, D, and E can now UTF or fill requests placed to them by Dispatch Unit A.
- The dispatch manager at GACC 1 can turn on the ability, individually, for Dispatch Units B, C, D, and/or E to place up, place down, or place direct.